

**CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE  
DIVISION OF FAIRS & EXPOSITIONS  
FISCAL YEAR 2010/11  
ANNUAL BUDGET**

**CONTENTS**

**Enclosed Documents**

- Financial trend report for the Fair
- Copy of key pages from Fair's prior year STOP and approved operating budget
- Changes to Budget Package
- 2010/11 Fiscal Year Budget Preparation Guide
- Budget Review Check Sheet
- Budget Contents Checklist of items due by budget submittal deadline

**Forms & Worksheets Available via the Internet**  
at [www.cdfa.ca.gov/fe](http://www.cdfa.ca.gov/fe)

- Budget Forms (Microsoft Excel)
- Budget Worksheets (Microsoft Excel)
- Budget Variance Explanation (Microsoft Word)

# **Division of Fairs & Expositions**

## **Fiscal Year 2010/11 BUDGET**

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### **Changes to Budget Package**

**New for FY 2010/11!**

#### **1. Highlighted Cells in Budget Template**

To better assist the fairs, the Division of Fairs & Expositions (F&E) has highlighted (in gray) the cells containing formulas. These highlighted cells do not require data entry.

#### **2. Use 2009/10 base allocation and flex capital amounts**

F&E is in the midst of completing two major projects: the Reclassification of the Fairs and the Expenditure Plan. Therefore, the final budgeted 2010/11 base allocation and flex capital amounts are subject to change. When preparing the 2010/11 budget, please use 2009/2010 base allocation and flex capital amounts.

#### **Flex Capital**

The fair performance ratings will once again be utilized to determine a fair's eligibility for 2010/11 flex capital allocation. The 2010 performance ratings will be communicated to all fairs by August. The flex capital amounts are subject to change based on the 2010/11 Expenditure Plan. Flex capital allocation payments are based on the following fair classification levels and performance rating levels:

Class I – IV: \$25,000 base amount; \$10,000 maximum bonus incentive for acceptable performance ratings as follows:

- Fairs with “A” ratings will receive the base amount and full \$10,000 bonus incentive = \$35,000 total.
- Fairs with “B” ratings will receive the base amount and \$5,000 bonus incentive = \$30,000 total.
- Fairs with “C” ratings will only receive the base amount of \$25,000, provided all outstanding compliance issues have been resolved to the Division's satisfaction.

Class V-VII: Do not receive a flex capital allocation.

**Exceptions:**

Fairs with limited facilities (48<sup>th</sup> and 51<sup>st</sup> DAA): Will receive \$15,000 base amount and are eligible for a \$10,000 bonus incentive for "A" rating and \$5,000 bonus incentive for "B" rating.

Fairs with no facilities (52<sup>nd</sup> DAA): \$5,000 base amount; \$10,000 bonus incentive for "A" rating and \$5,000 bonus incentive for "B" rating.

**There will be no spending restrictions on flex capital funding in 2010/11.**

**Base Allocation**

F&E is still in its Expenditure Plan preparation phase. Therefore, the final budgeted 2010/11 base allocation amounts are subject to change. Please use the base allocation amounts from the 2009/10 Expenditure Plan when preparing the 2010/11 budget. The 2009/10 Expenditure Plan outlines the Base Allocation as follows:

<u>Fair Classification</u>	<u>2009/10 Base Allocation</u>
I	\$198,000
II	\$165,000
III	\$136,400
IV	\$115,500
V	\$25,000
VI-VII	\$0
<u>Special Events</u>	
Grand National Rodeo (1-A DAA)	\$140,000
Great Western Livestock Show (24 <sup>th</sup> DAA)	\$50,000
San Benito County Saddle Horse Show	\$50,000

**California Department Food & Agriculture**  
**Division of Fairs & Expositions**  
**FISCAL-YEAR 2010/11 BUDGET**

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**Preparation Guide**

This guide is designed to assist fairs with the preparation of their fiscal year 2010/11 budget. All budgets must be submitted in accordance with the policies in these instructions.

**The Importance of Budgeting**

The budget is a vital management tool that should be utilized to:

- Plan and progress towards the goals and objectives of the fairs;
- Facilitate communication between management and the Board of Directors regarding the fiscal operation and direction of the fairs;
- Control activities; and
- Measure and evaluate the financial performance of the fairs.

Budgeting forces the organization each year to step back from the day-to-day management of the operations and to think more strategically, to think longer-term and to plan. New data about future trends may also be revealed during the budget process when the organization analyzes external data such as local demographics, which can be important when preparing each year's budget.

Budgeting also requires members in different parts of the organization to coordinate their activities and communicate with one another. Budgeting is designed to give management an indication of the actions they are supposed to be taking and to motivate management and employees to take those actions. The budget should act as a basis for controlling activities. For example, by looking at the significant variances of actual performance against budget, management can take the necessary actions to ensure positive variances continue or negative variances are mitigated. Because comparisons of actual results with the annual budget are important, budgetary comparisons are a required element of fair budget submittals.

**F&E's Budget Philosophy**

The Division of Fairs and Expositions (F&E) budget philosophy can be summarized as follows:

- Annual budget proposals should be realistic, achievable and consistent with the fair's strategic plan. Without these characteristics, the effectiveness of the budget as a management tool is diminished.
- Budget should reflect a net profit or, at worst, "break even" at year-end. State allocation is included when calculating total revenues.

- While there are wide variations of acceptable planning philosophies, F&E recommends historical trend budgets.
- Significant variances of actual performance against budget should have reasonable explanations.
- Current-year projections and the degree of growth contained within the annual budget proposal should be realistic and reasonable based on past financial trends and performance (*historical trend budgeting*).
- Since a state-wide contingency fund does not exist to finance unforeseen liabilities at fairs, maintaining a reserve balance of 10% to 15% of the fairs' prior year actual expenditures is recommended, **but not required**.

## **Budget Copies**

Submit one (1) original, signed budget and one (1) copy to F&E.

### County Signatures (NON-DAA's ONLY)

- F&E suggests that County Fairs (Non-DAA's) acquire County signatures after the budget has been approved by the Division of Fairs and Expositions in order to eliminate the extra time used in acquiring another signature if budget modifications are required by F&E.
- For County Fairs, County approval is required within two months from the date F&E approves the budget. Failure to obtain these signatures within the two month time period will affect the Fair's performance rating score.
- Note that this is only a suggestion. Fairs that wish to obtain County Board of Supervisor approval prior to submittal to F&E may do so. However, re-submittal to the County may be necessary if F&E modifications are significant.

If multiple copies of the approved budget are required for County submittal, please inform F&E of this need in the Fair's transmittal letter.

## **Deadline**

For F&E to process your budget in a timely manner, it must be **complete** and **postmarked no later than May 30, 2010**. Budgets are reviewed in the order they are received. F&E suspends the processing of incomplete budget submittals (e.g., missing forms, inaccurate calculations, inadequate justifications, unrealistic projections, etc.) until it has received all appropriate information or documentation.

## **Base Allocations**

The first portion of the 2010/11 base allocations for approved budgets will be distributed as early as July 2010, depending on the budget submittal date, budget approval date and available cash flow. The balance of the funds will be distributed in installments before December 31, 2010.

Below is a summary of expected FY 2010/11 base allocation amounts for your reference:

Fair Classification	FY 2010/11 Base Allocation
I	\$198,000
II	\$165,000
III	\$136,400
IV	\$115,500
V	\$25,000
VI-VII	\$0
<b>Special Events</b>	
Grand National Rodeo (1-A DAA)	\$140,000
Great Western Livestock Show (24 <sup>th</sup> DAA)	\$50,000
San Benito County Saddle Horse Show	\$50,000

**NOTE:** F&E is still in its Expenditure Plan preparation phase. Therefore, the final budgeted 2010/11 base allocation amounts are subject to change.

## Budget Pages to Submit

Fair organizations must submit the following budget pages in the order listed:  
(For ease of processing, do not staple pages together; instead please use binder clip on completed package.)

### **Budget Forms (ALL FAIRS)**

- ☐ Pages 1 to 11 With appropriate signatures
- ☐ Schedule 6 Permanent Positions on roster for FY 2010/11 (filled, vacant, and proposed)
- ☐ Schedule 6A Projected Employee Leave Balances
- ☐ Schedule 6B Temporary Positions proposed for FY 2010/11
- ☐ Schedule 6C Contracted Professional Services for FY 2010/11
- ☐ Schedule 7 Property, Plant and Equipment
- ☐ Schedule 8A Non-Fair Funds Reconciliations for Capitalized Projects
- ☐ Schedule 8B Reconciliation of F&E Funds Used for Operating Purposes
- ☐ Exhibit 1 Budget Variance Explanation (with required signatures)

### **Fair organizations with Satellite Wagering:**

- ☐ SW-1 Summary of Satellite Wagering
- ☐ SW-2 Satellite Wagering Labor Detail

### **Fair organizations with Motorized Racing (Fair promoted only):**

- ☐ MR Summary of Motorized Racing
- ☐ MRL Motorized Racing Labor Detail

### **District Agricultural Associations (DAAs) only:**

- ☐ Exhibit II Personnel action request for proposed new or reclassified positions

### **Additional Required Reports (ALL FAIRS):**



- ☐ Balance Sheet
- ☐ Income Statement
- ☐ Summary Trial Balance

## **Reporting of Prior-Year Actual & Budget Data**

Included in your budget package are pages 1, 2 and Schedule 7 from the fairs' 2008/09 STOPs that were accepted by F&E and pages 1 and 2 from the fairs' 2009/10 approved budgets to assist with reporting prior-year actual financial data and the prior-year approved budget data.

The prior-year STOP and budget data should be transferred to columns 1 and column 2 of the budget proposal, respectively, without modification.

However, there are now alternatives for transferring prior year budget data to column 2 as follows:

- Additional reporting fairs – final approved budget by F&E should be utilized, which includes any F&E approved budget augmentations during the year.
- Non-additional reporting fairs – final approved budget by F&E should be utilized unless fair board approved budget augmentations during the year. In the latter case, the fair may utilize the latest approved board augmented budget.
- Beginning balance for prior year budget – in the past, the template included a formula that linked the prior year actual ending balance from Column 1 to the beginning balance for the prior year budget in column 2. Now, this formula has been omitted to avoid confusion. For the beginning balance, fairs have the option to utilize the prior year actual ending balance from column 1, or the original beginning balance as approved by F&E or board of directors as appropriate.

***Following the above instructions will significantly reduce F&E's processing and turnaround time. Therefore, it is to the Fair's advantage to ensure this task is achieved.***

## **Procedure for Page 1**

Governmental Accounting Standards Board (GASB) Statement No. 34 requires all public agencies to segregate restricted versus unrestricted net resources as well as investment in capital assets when preparing financial reports. Page 1 of the budget allows the breakdown of beginning and ending resources into these three categories. The introduction of Schedule 7, Property, Plant and Equipment, facilitates this breakdown by carrying forward the amount invested in capital assets. Formulas are built into page 1 that will automatically calculate available resources. Restricted resources must be manually entered in the appropriate cell.

## **Fiscal Year 2009/10 Audit for Non-DAAs**

Non-DAA fair organizations not audited by Department of Food and Agriculture **must** submit a copy of their FY 2008/09 audit with the budget submittal. The audit must be

conducted by the host county/agency or by a certified public accountant and must meet the host county/agency's requirements.

## **BUDGET SCHEDULES AND EXHIBIT I**

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The following schedules and exhibit are part of the complete budget packet. Bullets detail some reminders or items to consider when preparing the forms.

### **Schedule 6, Permanent Positions**

- DAAs are to use the exact civil service class title (county & non-profit fair associations may use the position working title).
- Provide all details requested.
- Include all approved filled or vacant positions and any proposed new positions.
- List vacant positions *not being filled*, noted as "vacant," and showing no dollar amount.
- Reflect appropriate salary rates, including anticipated increases/cost of living adjustments (COLAs).
- Show overtime to be paid, in lieu of compensating time off (CTO), as a lump sum line item for each applicable account.
- Support proposed new or reclassified positions on Exhibit II, Personnel Action Request. (DAAs only)

### **Schedule 6A, Employee Leave Balance**

Fairs are required to budget annually for the projected year-end adjustment to their liability for vacation, annual leave, holiday credits, Personal Leave Program (PLP), and compensated time off (CTO) for all eligible fair staff. In the past, F&E has directed Fairs to utilize Accounts 24500, Compensated Absence Liability, and 80000, Prior Year Expense Adjustment, when posting the year-end adjustment. Fairs will now post the adjustment to Account 50300, Compensated Leave Expense in lieu of Account 80000. As a reminder, this adjustment may be a debit or credit entry to Account 50300 depending on whether your total liability at year-end is increasing or decreasing, respectively.

Complete Schedule 6A in the following manner:

- List all permanent and seasonal positions.
- Under the columns "Estimated FY 2009/10" indicate the estimated 6/30/10 leave balances and hourly pay rate for each position.
- Under the columns "Projected FY 2010/11" indicate the projected 6/30/11 leave balances and hourly pay rate for each position.
- The projected FY 2010/11 year-end adjustment will be the difference between the end-of-fiscal-year 2010 liability and the end-of-fiscal-year 2011 liability. This total will be reported and carried on to account 50300 on page 6.

**NOTE:** Some non-DAA fairs may be required to accrue sick leave in addition to the aforementioned liability. Refer to your county or non-profit entity requirements, where applicable.



### **Schedule 6B, Temporary Positions**

- Include all non-permanent employees and budgeted amounts for any account where temporary wages are allocated.
- ***Include non-testing seasonal positions (civil service 194-day actual time worked [ATW] appointments).***
- Include overtime at time and one-half if fair organization no longer meets criteria for FLSA exemption. Otherwise, overtime should be budgeted at straight-time.
- Provide all detail requested on this form.

**NOTE:** The amounts shown for each account on the schedule(s) must agree with the amounts included in the respective accounts, budget pages 6 through 9.

### **Schedule 6C, Contracted Services**

- Include all contracted professional services and budgeted amounts for any account where professional services are allocated.
- Provide all detail requested on form.

**NOTE:** The amounts shown for each account on the schedule(s) must agree with the amounts included in the respective accounts, budget pages 6 through 9.

### **Schedule 7, Property, Plant and Equipment**

Governmental Accounting Standards Board (GASB) Statement No. 34 requires all public agencies to report the value of their fixed assets (property, plant and equipment) in their financial reports using the full accrual basis of accounting. Under this method, expenditures for capital outlays are reported as assets and depreciation is reported as an expense over the estimated useful life of the asset. Beginning January 2004, all fairs were required to begin depreciating their fixed assets. Therefore, fairs must budget for the estimated depreciation expense for FY 2009/10 using account 90000, Depreciation Expense.

The line item "Less Accumulated Depreciation Disposition of Fixed Assets," was inserted for the purpose of reflecting the reduction in accumulated depreciation as a result of any capitalized asset disposition.

Schedule 7 is designed to help fairs plan property acquisition and disposition and, using this data, projects their year-end investment in capital assets. This projection is then carried forward to the ending resources on page 1.

Complete Schedule 7 in the following manner:

- Beginning Property, Plant and Equipment (PP&E) is the total amount of accounts 19000, Construction in Progress; 19100, Land; 19200, Buildings and Improvements; and 19300, Equipment. Do not subtract accumulated depreciation or long-term debt associated with capital assets as these amounts will be deducted later. Enter this amount in the estimated FY 2009/10 column.

- Under Acquisitions of Fixed Assets, list any purchases or projects completed or planned for completion in FY 2009/10.
- Under Disposition of Fixed Assets, list any assets disposed of in FY 2009/10. Disposal of an asset includes sale, theft, loss, or salvage. This would include demolition of an existing structure.
- Under Accumulated Depreciation, July 1, list your July 1, 2009 beginning total for accounts 19210, Accumulated Depreciation-Buildings and Improvements; and 19310, Accumulated Depreciation-Equipment.
- Under Accumulated Depreciation Disposition of fixed Assets enter the total amount of assets disposed of in FY 2009/10 (enter as a negative number).
- Under Annual Depreciation Expense, enter the estimated FY 2009/10 depreciation amount.
- The Accumulated Depreciation, June 30, year-ending amount will automatically carry to the July 1, 2010 beginning Accumulated Depreciation cell.
- Under Long-Term Debt, enter the estimated year-end amount of all long-term debt associated with PP&E.
- Repeat this process to complete the Proposed FY 2010/11 column.

***When budgeting for newly proposed capital projects for your fairgrounds, we strongly encourage you to include priority items identified in your Americans with Disabilities Act (ADA) transition plan.***

#### **Special Instructions for County-Owned Fair Organizations**

For those fairs that are true county entities, reporting of planned property, plant and equipment acquisitions are limited to those assets to be funded by F&E. County funded assets will continue to be accounted for by the County and are not required to be disclosed in your budget proposal or annual statement of operations submitted to F&E. Separate accounting for F&E funded assets is needed to comply with asset disposition requirements should a county-owned fair dissolve in the future.

Government Code 25902 states:

If any real property which was acquired or used for fair purposes and which was purchased or improved in whole or in part from funds apportioned or allocated to the county for fair purposes by the state is sold by any county, there shall be paid into the Fair and Exposition Fund in the State Treasury from the proceeds of the sale an amount equal to that proportion of the cost of the real property and improvements which was paid for out of funds apportioned or allocated by the state for fair purposes, less a reasonable allowance for depreciation in value in an amount approved by the Department of Agriculture.

Non-profit fairs that reside on County property and contract with the County for operation of the fair should continue to fully report all of its assets as usual (e.g., lease hold improvements, etc.). Government Code 25902 will also apply to non-profit fairs residing on County-owned property. In this case, total fixed assets will most likely be used as the basis for implementation of Government Code 25902 requirements.

## **Schedule 8A, Non-Fair Funds Reconciliation for Capitalized Projects**

Please enter all projected non-fair funding anticipated in 2010/11 to "Capital Project Reimbursements," account 31900, on this schedule. Separate them out into the appropriate categories as listed on the form.

Enter the corresponding capital investment in the appropriate section of the form. If the fair plans to process project funds through its own books (i.e., if the fair pays the vendors directly), enter this information under "Resources Applied (Run through Fair's Accounting System)." If the capital expenditures are expected to be paid directly by outside sources (i.e., CCA), enter this information under "Resources Applied (Paid directly by CCA)." Do not include fair funded expenditures.

"Resources appropriated in prior year" (top of schedule) should be used to reflect resources acquired in a prior year that were previously recorded as deferred revenue, but is now being recognized as revenue in the current year. Deferred revenue is recorded when a fair receives resources in one year, but does not expect to expend the funds on a capital project until a subsequent year. The recognition of the revenue takes place when such funds are ultimately spent on the capital project for which the funds were designated.

## **Schedule 8B, Reconciliation of Non-Fair Funds Used for Operating Purposes**

This schedule summarizes projected non-operating funds anticipated in 2010/11 earmarked for operating activities that are not related to capital projects (e.g. flex capital funds, non-governmental operating grants, etc.). Do not include fair funded expenses.

Account 94500, Other Operating Expense, shall be used to record fair operating expenses funded from F&E funds. **Fairs should not record such expenditures to their standard operating expense accounts. Posting these expenditures to the fair operating expenses is no longer recommended.** Utilizing Account 94500 to capture all operating expenses funded from non-fair sources will allow the fair and F&E to separately identify the status of non-fair funds received by the Fair for specified purposes. This will ensure that all such funds are ultimately spent for the purposes intended.

Since there were no spending restrictions on flex capital funding in 2010, F&E has decided to use the Schedule 8B for information purposes only. There will no longer be a general ledger account #94500. Fairs should book the expenses incurred to the respective expense accounts but should also list the expenses on Schedule 8B for information purposes only.

Totals from this schedule are not automatically carried to page 1 and 10. Account #34000, Other Resources Acquired on Page 1 should be entered manually from the balance on your general ledger account #34000.

## **Exhibit 1, Budget Variance Explanation**

Budgetary comparisons are a requirement for budget submittals. This includes a comparison of (a) FY 2009/10 budget to FY 2009/10 estimated results of operations and (b) FY 2009/10 estimated results of operations to FY 2010/11 proposed budget. As previously mentioned in F&E's Budget Philosophy section, significant budget variances should have reasonable explanations. Significant variances that are not explained may require additional information for final budget approval.

- Report form is prepared in Microsoft Word table format.
- Variances are automatically calculated on page 11 of the budget.
- All variances of +/- \$10,000 **and** 10% or greater must be explained. The purpose of utilizing both the dollar and percentage variances is to avoid requiring explanations for variances that may be significant in dollar amount, but immaterial as a percentage change and vice versa.
- For variances less than the above criteria, please note in the explanations "No significant change."
- **CEO and board president must sign form.**

## **SATELLITE WAGERING**

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F&E requires fairs that operate satellite wagering facilities to budget funds for the exclusive purpose of maintaining the satellite wagering facilities at high comfort and aesthetic standards. F&E recommends, at the minimum, an amount equal to the fair's previous annual contribution to CARF's equipment replacement fund.

### **Satellite Wagering (SW-1) & Labor Detail (SW-2)**

- Provide all detail requested on form.
- Include an amount for equipment replacement or sinking fund in account 65405.

## **MOTORIZED RACING**

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Fairs that produce motorized racing events are required to complete and submit details of revenues and expenses, and a listing of related labor costs.

### **Motorized Racing (MR) & Labor Detail (MRL)**

- Provide all detail requested on forms.

## **BUDGET PREPARATION WORKSHEETS**

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Worksheets designed to aid you in the preparation of your budget will be provided in a separate workbook on the Departments website [www.cdfa.ca.gov/fe](http://www.cdfa.ca.gov/fe). These forms are not a required part of the budget, but for the organization's use only. **Please DO NOT submit the following with the budget.**

- **Accrued Revenue & Expense (W-R&E)**
- **Junior Livestock Auction (W-JLA)**

- **Fair Labor Standards Act (W-FLSA)**
- **Employee Benefits and Payroll Taxes (W-EB)**

## ADDITIONAL CONSIDERATIONS

## Employee Benefits, Employer's Portion (subject to change)

- Social security (OASDI) is calculated at 6.2%; it affects Schedule 6A employees and temporary employees who exceed 1000 hours in a fiscal year (July through June). (For more specific information, contact your Human Resources analyst.)
- Medicare or hospital insurance (HI) applies to **all** employees and is computed at 1.45%.
- Part-time, Seasonal, Temporary (PST) calculated at the rate of \$4.45 per employee, per month and applies to Schedule 6B employees who work less than 1000 hours in a fiscal year (July through June).
- Health insurance premiums should be projected at a 3% to 10% increase from estimated FY 2009/10. For more specific detail, check with provider.
- Retirement contributions are calculated at applicable rates for the specific tier. *Fair organizations should adjust these rates to the most recent quote from PER\$.*
- Other benefits, i.e., dental, vision, long term disability (LTD), etc. should be calculated at the rates specified by the provider; if processed through California Fairs Services Authority (CFSA), a \$2.00/employee/month/benefit administration fee is assessed in addition to the premiums.

## Insurance Costs

- General Liability ..... Contact CFSA for current rates
- Workers Compensation (applies to all employees  
and volunteers) ..... Contact CFSA for current rates
- Unemployment Insurance (UI)  
Employer's costs\* ..... Class I-II 0% of total projected UI cost  
..... Class III-IV 35% of total projected UI cost  
..... Class V-VII 70% of total projected UI cost

\* Effective July 1, 2010. UI rates are subject to change pending availability of funds.

## Minimum Wage

The current state minimum wage is \$8.00 an hour.

## Flex Capital

The Division has not yet finalized the 2010/2011 Flex Capital allocations for individual fairs. We recommend that fairs use flex capital amounts from the 2009/10 Expenditure Plan.

\* There will be no spending restrictions on flex capital funding in 2010.



## **ADDITIONAL NOTES**

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### **Review Meeting(s)**

As a condition of funding approval, F&E may request to meet with the CEO and members of the board to discuss the financial condition of the fair organization.

### **Questions?**

Please direct any questions regarding preparation of the annual budget submittal to:

Raman Bola  
Associate Accounting Analyst  
(916) 263-0348, (916) 263-2969 fax  
E-mail: [rbola@cdfa.ca.gov](mailto:rbola@cdfa.ca.gov)

Mail budget to: Division of Fairs & Expositions  
1010 Hurley Way, Suite #200  
Sacramento, CA 95825



**Division of Fairs & Expositions**  
**Fiscal Year 2010/11**  
**BUDGET CONTENTS CHECKLIST**  
**DUE MAY 30, 2010**

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Check list of the documents to be included with the FY 2010/11 Budget.

**FY 2010/11 Operating Budget:**

- ☐ Pages 1-11 (Signatures required on page 1)
- ☐ Schedule 6, Permanent Positions
- ☐ Schedule 6A, Projected Employee Leave Balance
- ☐ Schedule 6B, Temporary Positions
- ☐ Schedule 6C, Contracted Professional Services
- ☐ Schedule 7, Property, Plant & Equipment
- ☐ Schedule 8A, Non-Fair Funds Reconciliation for Capitalized Projects
- ☐ Schedule 8B, Reconciliation of F&E Funds Used for Operating Purposes
- ☐ Exhibit 1, Budget Variances (Signatures required)

**Reports:**

- ☐ Balance Sheet (as of April 30, 2010)
- ☐ Income Statement (as of April 30, 2010)
- ☐ Summary Trial Balance (As of April 30, 2010)

**Fair organizations with Satellite Wagering Facilities:**

- ☐ SW-1, Satellite Wagering Detail
- ☐ SW-2, Satellite Wagering Labor Detail

**Fair organizations with Fair-Operated Motorized Racing:**

- ☐ MR, Motorized Racing Detail
- ☐ MRL, Motorized Racing Labor Detail

**DAAs proposing personnel changes:**

- ☐ Exhibit II, Personnel Action Request

**Non-DAAs:**

- ☐ Copy of FY 2008/09 audit

***\*Required signatures must be included for budget to be processed.***

**California Department of Food & Agriculture**  
**Division of Fairs & Expositions**  
**Fiscal Year 2010/11 ANNUAL BUDGET**

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**Budget Review Check Sheet**

You can avoid some of the most common items that slow budget approval by double-checking the following:

- ☐ Do the Actual FY 2008/09 figures agree **exactly** with the FY 2008/09 Statement of Operations as submitted to Fairs & Expositions?
- ☐ Do Budget FY 2009/10 figures agree with the 2009/10 Budget approved by Fairs & Expositions, or Board of Directors (where applicable)? See page four of budget preparation guide for instructions and reporting options. With the exception of beginning resources, these figures must agree **exactly** with your 2009/10 approved budget.
- ☐ Does the beginning reserve for Estimated FY 2009/10 agree **exactly** with the ending reserve on the FY 2008/09 Statement of Operations as submitted to Fairs & Expositions?
- ☐ Does the beginning reserve for Proposed FY 2010/11 agree **exactly** with the ending reserve from the Estimated FY 2009/10 column?
- ☐ Are all pages, schedules, and exhibits complete and contain all required signatures?
- ☐ Did you remember to include the required additional reports (Balance Sheet, Income Statement, Summary Trial Balance and Budget Variance Explanation)?